

VISITING GUIDELINES FOX LAKE CORRECTIONAL INSTITUTION

Fox Lake Correctional Institution is located at W10237 Lake Emily Road. Lake Emily Road intersects with Hwy A west of the institution and with Hwy 68 to the east.

The mailing address is: PO Box 147;
Fox Lake, WI 53933-0147.

Please be sure to park in the designated area. Special parking spaces have been provided (marked by handicapped signs) for visitors who have a physical disability and provide license plates or state approved display cards that authorize handicapped parking.

VISIT ENTRANCE PROCEDURES

Fox Lake Correctional Institution is a tobacco free/drug free environment.

Tobacco must be secured in your vehicle and **CANNOT** be locked in Lobby lockers. Visitors must comply with efforts to deter the entry of drugs, alcohol or weapons into the facility. Those who attempt to bring these items into the institution will be subject to restricted visiting privileges and referral to the Dodge County District Attorney for felony prosecution. Persons exhibiting signs of intoxication or under the influence of any other drug will not be allowed to enter the institution.

Any abuse of visiting privileges or non-compliance with the rules may result in termination of the visit, suspension and/or revocation of visiting privileges. Specific rules for visiting behavior are available from the

visiting officers and are also in the housing units for inmates

Only visitors on the inmate's approved visiting list or approved for a special visit shall be permitted to visit. This includes adults, minors and infants. Only six adults are allowed per visit. Visitors will be hand stamped prior to entrance.

Visiting hours are as follows:
2:30 PM – 8:45 PM Mon-Friday
**8:00 AM – 3:45 PM Sat/Sun/
Holidays**

Visitors may not enter the Lobby until 15 minutes prior to the start of visiting hours and may not loiter outside the entrance facility prior to this time. During scheduled inmate counts (12:30 PM and 5:30 PM), visitors will not be permitted to leave until after count has cleared.

The visiting week begins on Monday and ends the following Sunday. Visits must begin 45 minutes prior to the end of visiting hours. Visits may last up to three hours on weekdays and up to two hours on weekends and holidays. For visiting purposes, the recognized holidays are: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Eve.

Inmates are permitted three visits per week, but only one may be on a weekend. Inmates may have two different visits on the same weekday if they involve different visitors. Visitors can join a visit in progress for the time remaining on that visit. Visiting time may not be accumulated. After a visitor leaves the institution, they will not be allowed to re-join a visit.

All visitors, age 16 and older, must provide photo identification. The only acceptable forms of identification are:

- Valid State Driver's License or Temporary Driving/Identification Receipt
- Valid Passport or Visa
- Valid Department of Transportation ID
- Valid Military ID
- Valid Tribal ID (if it provides photo)

All visitors must pass through and clear the metal detector. Visitors will be given three opportunities to successfully clear metal detection. Failure to do so will result in the visitor being denied entrance into the institution.

Wire in undergarments will not clear the metal detector and should not be worn. Visitors will be allowed a one-time opportunity to remove and replace underwire clothing that does not pass the metal detector. This situation will be documented, and future failed attempts to clear the metal detector will result in denied entrance without the opportunity to remove and replace clothing.

Visitors requiring special medical accommodations related to the use of a metal detector must have their physician submit a completed form DOC-2424 to the Security Director for approval prior to being allowed to enter the institution.

Allowable jewelry consists of a:

- wedding band or single ring
- single strand necklace
- single pair of earrings

These items must be removed to clear the metal detector, including body piercing jewelry if possible. If not

possible and the visitor does not clear the metal detector, the visit may be denied.

The following apparel is considered inappropriate and will result in denial of visiting:

- Transparent/translucent clothing
- Shorts that are shorter than fingertip length with the visitor standing with proper posture, arms straight down, fingers extended
- Skirts or dresses shorter than fingertip length plus three inches
- Strapless, tube and halter tops and dresses
- Tops and dresses that expose the midriff (front or back) or bust
- Spandex or spandex-like and Lycra or Lycra-like clothing
- Exposed underwear
- Clothing with revealing holes, tears or slits above fingertip level
- Clothing or accessories with obscene or profane writing, images or pictures
- Gang-related clothing, headwear, shoes, logos or insignias
- Any clothing that may have the potential to cause a disruption
- Camouflage clothing of any type

Footwear must be worn. Coats, jackets and non-religious headwear must be removed before clearing the metal detector. Visitors who have religious headwear that conceals identity are required to allow staff to view their face(s) in order to verify identification upon entry and exit of the institution. After identification, the visitor will be permitted to replace the facial covering.

Lockers are provided in the Lobby for placement of items not allowed in the institution. No food items, keys or paper money may be carried into the

institution. A quarter is required to operate the key in the locker. It is recommended that purses and wallets be locked in your vehicle. The institution is not responsible for personal property left in vehicles or institution lockers.

Coins (limit \$20) may be brought into the institution for use in the vending machines available in the visiting area. Inmates may not handle money during visits and are not allowed to go into the vending machine area.

No property can be given to an inmate during a visit. Only the following items are allowed to be brought into the institution:

- Comb, pick or brush
- Two baby blankets
- Four diapers
- Two baby bottles (plastic only)
- Formula must be premixed and in an approved bottle
- Hand-held baby seat
- Diaper wipes in small, sealed travel pack or individually packed in a clear plastic bag
- One pacifier
- One coat
- One pair of gloves
- Headwear (provided it does not conceal identity)
- FLCI locker key
- Prescription medications are permitted such as but not limited to inhalers, nitro pills (only individual pills, not bottles) and epinephrine injectors, as approved by the Warden. Other medications should be taken prior to entering the institution.
- One clear plastic bag to carry personal property

A shift supervisor must approve any other critical items prior to the visitor entering the institution.

Electronic Devices: Unless approved in advance by the Warden, non-DOC visitors are not allowed to enter the institution with any device that takes pictures, has video or voice recording and/or a communications device such as a cell phone, pager, PDA, MP3 player or smart watch. If you arrive with one of the devices listed or similar device, you must secure the device in your vehicle.

VISITING GUIDELINES

Visitors who are not on the approved visiting list and/or are not given access to the visiting room will not be allowed to wait in the Lobby. While waiting in the parking lot, visitors must remain by their vehicle. Minors under the age of 18 cannot be left unattended in the Lobby or parking lot. Any minor sent back to the Lobby or to a car must be accompanied by an adult. Pets, minors or visitors with medical concerns are not to be left unattended in vehicles.

A family atmosphere is stressed in all visiting areas, as friends and family are of all ages.

Visits are held outdoors, weather permitting, beginning in May and concluding in September. The shift supervisor will make the decision which area will be utilized.

Once seating is assigned by officers, seating moves will not be made except for unusual circumstances.

Excessive displays of affection are not permitted. You may embrace and kiss

only at the beginning and end of each visit.

Talking from table to table or “cross visiting” is not allowed.

All chairs and tables must be left as they were set up and may not be moved unless directed by an officer. Visitors and inmates are to be seated facing the tables, sitting across from one another. Straddling benches or sitting on the table tops is not allowed.

The supervision of minors is the responsibility of the inmate and adult visitors. Physical disciplining of children is forbidden at all times, and failure to comply with this may result in termination of visiting privileges, disciplinary action, and/or referral to social service agencies. Visits may be terminated due to unruly children or lack of supervision of children by the inmate and/or the adult visitors.

Visitors are to use the restroom on the west side of the Administration Building. Inmates shall use the restroom on the east side of the building.

RESTRICTIVE HOUSING NO CONTACT VISITING

Visiting Hours

2:30 PM – 5:00 PM Mon-Friday
**8:00 AM – 11:00 AM Sat/Sun/
Holidays**

Restrictive Housing visits will be limited to a maximum of two visitors. No one under the age of 18 may visit without prior approval from the Warden/designee.

Inmates in Restrictive Housing will receive visits as directed by the

Administrative Code, as outlined below:

- **Observation or Controlled Separation** - requires Warden/designee's approval
- **Temporary Lock Up, Disciplinary Separation, Voluntary Confinement, and Administrative Confinement** – four hours per month and no more than one hour per visiting week (Mon-Sun)
- **Cell Confinement** – no visits allowed
- Visits must be taken in one-hour increments. Any visit lasting for a portion of an hour will be counted as a full hour.

General Population inmates on no-contact visit restrictions will be allowed at least nine hours visiting time per week.

Visits held in Restrictive Housing may be limited or terminated if the Warden/designee determines the conduct of the inmate or visitor poses a security threat to the institution.

No more than three no-contact visits can be accommodated at one time. therefore, length of visits may need to be adjusted based on availability of visiting space. If it is necessary to terminate a no-contact visit due to overcrowding, the visitors who arrived first will be terminated first.